

MEMORANDUM

To: All Timekeepers
CC: Karen Jones, Jordie Kramer, Gary Gould
From: Kim Mahan – Payroll
Date: January 11, 2011
Re: Mileage Reimbursement update for 2011

Effective January 1, 2011, the mileage reimbursement rate is \$.51 per mile for ALL employees. All unions have agreed to the IRS rate for their represented employees so there is no longer a different TRC for certain employees.

The time reporting code for all mileage traveled prior to January 1, 2011 will be **MGB** and will be reimbursed at **\$.50** per mile.

The time reporting code for all mileage traveled on or after January 1, 2011 will be **MGE** and will be reimbursed at the new rate of **\$.51** per mile.

If an employee has mileage to submit that was traveled before and after the effective date of the change, the employee should complete two mileage reimbursement forms inserting the appropriate rates. If mileage is submitted with both the codes for the old rate and the new rate, it will appear on the employee's check as one amount shown as Mileage and the dollar amount.

Please pay particular attention to the dates on the mileage reimbursement forms so that the correct time reporting code will be used to calculate the mileage. If you have any questions, please call Tracey Coburn at 858-0407 or myself at 858-1869.